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### Annual School Election Procedures

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ANNUAL SCHOOL ELECTION PROCEDURES

(TITLE)

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**THESIS**

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS  
FOR THE DEGREE OF

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CHARLESTON, ILLINOIS

1969

YEAR

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING  
THIS PART OF THE GRADUATE DEGREE CITED ABOVE

November 13, 1969  
DATE

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ADVISER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD

# ANNUAL SCHOOL ELECTION PROCEDURES

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A Report of a Study  
Presented to  
Dr. Robert V. Shuff  
Eastern Illinois University  
Charleston, Illinois

\*\*\*\*\*

In Partial Fulfillment  
of the Requirements for the Courses  
Education 601 & 602

\*\*\*\*\*

by  
Fred A. Dale  
November 6, 1969

## FOREWORD

This survey and handbook on Annual School Election Procedures has been compiled to help school boards and administrators to conduct this important election.

The author is grateful to Mr. Zollie Arbogast, Jr., school attorney for the Casey Community Unit District C-1, Casey, Illinois, who aided in the research in this document. The help and guidance of Dr. Robert V. Shuff, Head of the Department of Administration and Supervision at Eastern Illinois University, who was the author's advisor was most helpful.

F.A.D.

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## ANNUAL SCHOOL ELECTION PROCEDURES

In the State of Illinois, every school district is governed by a school board. The school board carries on all business of a school district which includes the establishment and holding of elections.

The Illinois Constitution states in Article 2, Section 18, that all elections shall be free and equal and that the General Assembly has complete power to establish rules and regulations for school elections.

The School Code (Chap. 122, Ill. Rev. Stat.) is the principal authority for all matters concerning schools. Article 9 of The School Code sets out provisions for all elections held by school districts pursuant to the Code, thus it is the basic source of the material in this handbook.

Section 9-2 of The Election Code (Chap. 46, Ill. Rev. Stat.) shall not apply to school elections generally, except for certain provisions concerning absentee voting, challenging the right to vote, and having a recount of an election. The procedure in conducting a school election differs, therefore, from the procedure in conducting other elections in Illinois. Where the School Code is silent, this handbook applies principles of election law adapted from the corresponding section of The Election Code. . . .<sup>1</sup>

Once a year it is the responsibility of a school board in Illinois to conduct an election for the purpose of selecting membership on the board. Rules and regulations which deal with this election are found in The School Code (Chap. 122 of The

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<sup>1</sup>Illinois Association of School Boards, School Election Laws, Reference Library, Springfield, Illinois, 1969.



Illinois Revised Statutes) and in Chapter 46 of the Illinois Revised Statutes commonly called The Election Code.

A certain amount of confusion and inconsistency has been experienced by school boards and administrators pertaining to correct procedures to follow in conducting the annual school election. This has been brought about by the lack of information, improper interpretation of rules and regulations, lack of materials, materials not properly constructed, etc. As a result of this, school districts have on occasions had problems which have been embarrassing, questionable, and difficult to handle.

A survey of school districts in a ten county area in east central Illinois was conducted to study this problem. The chief administrator of selected school districts in these counties was interviewed and asked to complete the survey questionnaire.

The schools selected to survey varied in size from the smallest, Westfield, to the largest, Mattoon. All schools with the exception of one, Westfield, were community unit school districts. Westfield is a dual district and the territory of both districts is contiguous. The school districts surveyed were: Arcola, Casey, Charleston, Cumberland, Effingham, Kansas, Marshall, Mattoon, Sullivan, Westfield, and Windsor. The schools selected in the survey were felt by the author to be typical of the schools in the area involved in the survey. A copy of the questionnaire used in the survey is found in the Appendix.

## SUMMARY OF QUESTIONNAIRE

1. Your school board passed a resolution calling for the election of school board members on the second Saturday in April, fixing the number of precincts, fixing the hours that the polls will be open, appointing an assistant to the secretary of the board in handling the election. Yes---No.

All schools surveyed answered yes. Only one school however in their resolution appointed one or more persons to assist the secretary of the board in handling the details of the election.

2. Who is in charge of the annual school election? (a) Superintendent, (b) Secretary of Board, (c) Business Manager, (d) County Superintendent of Schools, or (e) Other \_\_\_\_\_.

Five (5) schools indicated that the secretary of the board was in charge of the election. Others indicated that the superintendent in four (4) schools did this, one (1) the business manager and one (1) the school attorney. The School Code states that the school board is in charge of all elections and that the secretary of the board is actually the individual specifically charged with the responsibility of overseeing the election.

In questioning the chief administrators on this fact, they stated that they, the superintendent, actually did most of the work involved with the approval of the board or secretary before any final action was taken. In most cases, they worked very closely with the secretary.

3. Who appoints the election judges? (a) Superintendent, (b) Secretary of Board, (c) Business Manager, (d) School Board, or (e) Other \_\_\_\_\_.

The school board appointed the election judges in nine (9) of the schools surveyed, the superintendent in one (1) school and the school attorney in another district.

Section 9-8 of the School Code states that the school board shall appoint election judges.

4. Provisions are made for poll watchers. Yes---No.

Poll watchers were provided for in eight (8) districts and three (3) did not.

Section 9-14.1 of the School Code states that each candidate may have one but not more than two watchers.

Only two school districts indicated that poll watchers had been used on various occasions at the annual election. Several other schools did state that in building or tax referendum elections held in their districts that the poll watchers were used. It seems that only when a district has a "hot issue" or a "hot race for board membership" that the poll watcher is used.

5. Where are nomination petitions filed? (a) Superintendent, (b) Secretary of Board, (c) Business Manager, (d) Board Office, (e) Any Board Member, or (f) Other \_\_\_\_\_.

The place where nomination petitions are filed varied-- Board Office (4), Superintendent (4) and Secretary of the Board (3). Probably more school districts are not following the rules and regulations properly on this item than any other.

Section 9-10 of the School Code states that the petition must be filed with the secretary of the board. Only three (3) of the schools surveyed did this in actual practice.

H.B. 533 passed by the last General Assembly and signed by the Governor clarifies and gives definite procedures to follow. This is discussed in detail in the handbook in the following pages under Filing Petitions.

6. The nomination petitions are reviewed to verify if petitions are completed properly by candidates (name, address, etc.). Yes---No.

Every school district indicated that all petitions were received and verified for accuracy.

7. Notices for the election are published in a newspaper having circulation in the school district. Yes---No.

All school districts answered yes to this question.

8. Who prepares these official notices? (a) Superintendent, (b) Secretary of Board, (c) Business Manager, (d) County Superintendent of Schools, or (e) Other \_\_\_\_\_.

Notices are prepared in the districts surveyed by the Secretary of Board (5), Superintendent (4), Board (1) and School Attorney (1).

All notices pertaining to this election are according to the School Code, the responsibility of the secretary of the board. However, in all cases but one of the schools interviewed, the superintendent actually prepared and had the notices published. In some cases, it was with the approval of the secretary and others, it was not. In one school district, this matter was delegated to the school attorney.

9. Preparation of the official ballot is made by (a) Superintendent, (b) Secretary of Board, (c) Business Manager, (d) Board of Education, (e) School's Attorney or (f) Other \_\_\_\_\_.

The official ballot was prepared by the Superintendent (4), Secretary of Board (3), School Attorney (2), Business Manager (1) and Board of Education (1) in the survey.

The Board of Education is the party who actually prepares the official ballot. They however delegate this to one of several persons in actual practice as indicated in the survey. In most cases, when questioned about this practice it was found that the board usually made a final approval of the ballot before printing.

10. The public is properly informed prior to the election who is eligible to vote in this election? Yes---No.

In all districts but one, it was found that the public received information as to voter eligibility.

11. Provisions are made for absentee voting. Yes---No.

Every district made provisions for absentee voting.

12. Who is in charge of the absentee voting? (a) Superintendent, (b) Secretary of Board, (c) Business Manager, (d) School's Attorney, or (e) Other \_\_\_\_\_.

The school districts placed the responsibility of conducting absentee voting with the Superintendent (5), Secretary of Board (4) and Business Manager (2). Seven of the eleven school districts surveyed did not follow the proper rules and regulations in this election procedure.

Section 19-2 of the Election Code states that the Secretary of the Board is responsible for supervising absentee voting. He however can delegate part of this to an assistant. If this

is done, a resolution to this effect should be passed and entered in the minutes of the Board.

13. The public is properly informed as to when and where absentee voting can be done. Yes---No.

Each district surveyed indicated that the public was informed about absentee voting.

14. Absentee ballots are delivered to a voter. Yes---No.

Six (6) districts delivered absentee ballots to the voters and five (5) did not. The author in his interviews with the chief administrators found that each school delivered a absentee ballot when requested to do so.

15. The absentee ballots are delivered by (a) Superintendent, (b) Secretary of Board, (c) Business Manager, (d) A candidate or a worker for him, (e) Mail, (f) By any authorized person, or (g) Other \_\_\_\_\_.

Nine (9) schools delivered the absentee ballot by mail. Other districts indicated delivery was made by Superintendent (1) and Secretary of Board (1).

Unless the voter who wishes to vote absentee appears in person to vote, the only provision made in Section 19-4 of the Election Code to make delivery of the absentee ballot is by mail.

16. A written record is kept of all absentee ballots requested, delivered, and returned. Yes---No.

Every school answered--Yes.

17. Proper forms are available so that a voter can be challenged. Yes---No.

Each school interviewed had available at election time the proper forms to challenge a voter.

18. Do you make provisions for poll watchers and have proper affidavits for them? Yes---No.

All districts but one (1) made provisions for poll watchers and have proper affidavits for them.

This question is very similar to question No. 4 on this survey. The answers given however are not consistent.

19. Does your school district publish a School Election Calendar to give accurate and specific information to the voters. Yes---No.

An election calendar or periodic notices are published to inform voters in all school districts surveyed.

20. Do you feel that in most annual school elections held in your school district the public shows apathy towards it? Yes---No.

Seven (7) districts indicated that the public showed apathy towards the annual school election while four (4) did not.

When asked why the public showed apathy, the administrators answered that unless there was a issue or a contest, very little interest was shown towards this election. One superintendent asked several businessmen in his district about the small turnout at the annual election, they stated that this was a good sign that the general public was satisfied with the operation of the schools.

Almost each superintendent showed concern about the low number of voters in the election and felt that a larger vote was more desirable.

21. Do you feel that your district has adequate information and materials available to conduct the annual school elections "properly"? Yes---No.

Most schools felt they had adequate materials and information on the election--only two (2) schools felt it was inadequate.

22. Has your district had misunderstandings resulting from election procedures? Yes---No.

Two (2) districts have had misunderstandings resulting from election procedures. One district encountered difficulty because the counting of ballots was not being handled properly and had a court ruling on it.

The other district encountered trouble in the handling of absentee ballots and vote counting (judges made a mistake in tabulating votes).

23. What percentage of the eligible voters in your school district usually votes in the annual school election? \_\_\_\_\_%

The percentage of eligible voters voting in the annual school election was from 8% to 50% (8, 10, 10, 15, 15, 15, 15, 20, 30, 35, and 50).

Only three (3) districts had more than 20% of their eligible voters participating in this election.

24. How many precincts does your school district use in the annual election? \_\_\_\_\_.

Precincts used in the election varied--four districts had one precinct, three had four, the remaining districts had 3, 4, 5, or 6 precincts.

Superintendents felt that one or two precincts were sufficient except in the very large districts. The majority of them felt that one precinct in most cases was adequate.



25. How many election judges are employed at each polling place? \_\_\_\_.

There were three judges used in each polling place by nine (9) districts and four in two (2) districts.

#### SUMMARY

In summary, most school districts surveyed indicated that the annual election procedures were followed with the exception of filing of petitions and the handling of absentee voting. Two districts encountered difficulty in the vote counting procedures. Concern was shown towards the apathy of voters in this annual school election. Administrators felt that some type of guideline or handbook would be helpful in the conducting of the annual election. All indicated that even though most of the information is in the School Code, it is difficult to find and to interpret.

## HANDBOOK ON ANNUAL SCHOOL ELECTION PROCEDURES

The following information and materials pertaining to the annual school election of school board members has been compiled for the use of school boards, administrators and election officials. It is the intention of the author to give general information on the holding of such elections. The handbook is a resume of the statutory provisions controlling the holding of this election. If any particular problem arises as to any facet of the election, the statute itself should be referred to. The various sections of this resume is keyed to the statutes and citations of such statutes.

This handbook is not intended to and cannot replace the services of a school attorney. Actually, competent legal counsel should be used in conducting all elections. If any question arises that your legal counsel feels he should seek further advice, the services of the legal departments of the Office of the Superintendent of Public Instruction and the Illinois Association of School Boards are available upon request.

Laws are subject to change by the Illinois General Assembly and court decisions could invalidate laws which have been enacted in good faith. School boards, administrators and school attorneys are urged to keep this information current and up-to-date.

AUTHORITY FOR HOLDING ELECTION (Chap. 122, Sec. 9-7).

In Chapter 122, Article 9, Illinois Revised Statutes, 1967 is found the authority for holding the election of school board members. Unless expressly provided by Article 9, the provisions of The Election Code (Chap. 46, Ill. Rev. Stat., 1967) shall not apply to any election held under Article 9 of The School Code.

The School Code, Section 9-2, expressly provides that the provisions of the Election Code shall not apply to school elections generally, except for certain provisions concerning absentee voting, challenging the right to vote, and having a recount of an election. The procedure in conducting a school election differs, therefore, from the procedure in conducting other elections in Illinois. Where The School Code is silent, The Election Code and Court decisions are applied.

RESOLUTION CALLING FOR ELECTION.

A resolution should be adopted by the school board calling for the election of school board members on the second Saturday in April, fixing the number and boundaries of precincts for the election, fixing the hours that the polls will be open, and appoint an assistant to the secretary of the board to assist him in handling the absentee voting and be under the control and direction of the secretary. (Note: The appointment of such a person authorizing him to assist in handling of the absentee voting will relieve the secretary from being present at the

school offices daily during the time when absentee voters can apply for and vote their ballots in person.)

#### OPENING AND CLOSING OF THE POLLS (Chap. 122, Sec. 9-6).

The School Code provides the polls shall stay open for at least two hours between 12:00 o'clock Noon and 7:00 o'clock P.M. In practice for this election, the polls are open at Noon and closed at 7:00P.M. The school board in its resolution calling the election shall prescribe the hours the polls will be open within the above limits.

#### POLLING PLACES AND VOTING PRECINCTS (Chap. 122, Sec. 9-7).

The School Code provides for the establishment of the polling places and voting precincts. In its resolution calling the election, the school board shall fix the number of voting precincts and their boundaries and provide a polling place or places.

All polling places should be within the school district. The board has the power to establish one election precinct for the entire district or it can establish more than one. If more than one voting precinct is established, the voting precincts shall be designated by number. One polling place is designated by the board in each voting precinct.

#### QUALIFICATIONS OF CANDIDATES (Chap 122, Sec. 10-3).

Section 10-3 of The School Code prescribes that a candidate for membership of a board of education must be twenty-one years

of age or over, a resident of the State of Illinois and the territory of the School District for at least one year immediately preceding his election, a citizen of the United States and a registered voter in the district. He cannot be a trustee of school or a treasurer of schools.

Also, no person may be a candidate for a public office incompatible with any other office he may hold. Incompatibility of office arises from an inconsistency of duties or a potential conflict of interest. Article V, Section 5 of the Illinois Constitution prohibits elective state officers (members of the General Assembly and state executive officers) from eligibility to any other office during the elected term. Also, Article IV, Section 3 forbids any person holding any office of honor or profit under any foreign government, or under the government of the United States (except post masters whose annual compensation does not exceed the sum of three hundred dollars), from holding any office of honor or profit under the authority of the State of Illinois. Membership on a school board is considered to be an office of honor or profit, even if without compensation; so that, for example, a Federal employee cannot hold the office.

Further, membership on a school board is a position in the executive department of the State, and under the provisions of Article III of the Illinois Constitution no person may at the same time occupy offices in the executive and judicial departments or in the executive and legislative departments. Thus, the Attorney General of Illinois in 1933 ruled that the same person could not be a judge of the municipal court and a member of the board of education at the same time.

An additional restriction on persons eligible for membership on a school board is contained in Chapter 102, Section 3 (Ill. Rev. Stat.), and Sections 10-9 and 22-5 of The School Code. These sections prohibit school board members and school directors from being in any way interested, directly or indirectly, in any contract with the school district. Thus it would be improper for anyone who expects to be interested in any contract made or let by a school board to be a candidate for membership on that board.

Section 120 (14) of Chapter 43 (Ill. Rev. Stat.) forbids most municipal officers from selling or distributing alcoholic beverages. No such restriction applies to school officers.<sup>2</sup>

NOTICE FOR FILING PETITIONS (Chap. 122, Sec. 9-10).

Not more than 30 days nor less than 10 days prior to the first day for filing petitions, the secretary of the board shall publish a notice stating that petitions must be filed with the secretary between the hours of 8:30 A.M. and 4:00 P.M. in the local school district office only and giving the address thereof.

This notice shall be published once in a newspaper published in the district, or, if no newspaper is published in the district, then in a newspaper with a general circulation therein, or, if no newspaper is so published or there is no newspaper which has such a general circulation during the prescribed publication period, then by posting such notice in at least 10 of the most prominent locations in such district.

NOTICE OF FILING PETITIONS  
FOR MEMBERSHIP ON BOARD OF EDUCATION

NOTICE IS HEREBY GIVEN that the nominating petitions for membership on the Board of Education of the \_\_\_\_\_  
\_\_\_\_\_ School District in \_\_\_\_\_ County,  
Illinois shall be filed with \_\_\_\_\_,  
Secretary of the Board, at the Board of Education Office,

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<sup>2</sup>Illinois Association of School Boards, School Election Laws, Reference Library, Springfield, Illinois, 1969.

\_\_\_\_\_, Illinois, between the hours of 8:30 A.M. and 4:00 P.M., Monday through Friday.

The first day of filing is \_\_\_\_\_ and the last day is \_\_\_\_\_.

Petitions for membership on the Board of Education may be secured at the Board of Education Office at \_\_\_\_\_, Illinois.

\_\_\_\_\_  
Secretary of the Board of Education

#### FILING OF PETITIONS (Chap. 122, Sec. 9-10).

All petitions for the nomination of a member of a board of education shall be filed with the secretary of the board not more than 45 days but at least 22 days before the day of the election.

The School Code provides that every nominating petition must be accompanied with a statement of candidacy. The statement of candidacy subscribed to by the candidate and acknowledged before a officer authorized to take such acknowledgments. Such a statement shall indicate whether the candidate is running for a full term or to fill a vacancy.

The secretary of the board shall within 7 days of filing or on the last day of filing whichever is earlier, acknowledge to the petitioner in writing his acceptance of the petition.

When petitions are in apparent conformity with the requirements of this Section they must be received and filed with the secretary of the board of education or his designated representative between the hours of 8:30 A.M. and 4:00 P.M. in the local school district office only. Petitions filed with any other person are invalid. If the secretary is an incumbent school board member seeking re-election, a disinterested person must be a witness to the filing of his petition. The names of the candidates shall be printed on the ballot in the numerical order in which the petitions were filed with the secretary. It is the duty of the secretary to provide candidates with petition forms and statements of candidacy.

PETITION FOR NOMINATING CANDIDATES (Chap. 122, Sec. 9-10).

Nominations for members of boards of education shall be made by a petition signed by at least 50 voters or 10% of the voters, whichever is less, residing within the district. To the petition shall be attached a statement of candidacy subscribed to by the candidate and acknowledged before a Notary Public or other official who by law is authorized to take acknowledgments.

Every candidate for membership of a board of education must submit or cause to be submitted a nominating petition supporting his candidacy before his name can be placed on the ballot. More than one candidate may be nominated in a petition. A voter may sign as many nominating petitions as he may wish. The candidate may sign his own petition. Signers may withdraw



their names at any time before the petition is accepted for filing by the secretary of the board. A candidate may circulate his own petition or it may be done by another voter. The circulator must certify that he is a qualified voter in the district, that the signatures were signed in his presence and are genuine, and that to the best of his knowledge and belief the persons so signing were at the time of signing, qualified voters.

The time and date that each petition is filed should be marked on the back. The names of the candidates should be printed on the ballot in the numerical order in which the nominating petitions were filed with the secretary of the board.

### NOMINATING PETITIONS

(Leave Out The Inapplicable Part)

To the secretary of the board of education of district number \_\_\_\_\_ in \_\_\_\_\_ County:

We the undersigned, being (\_\_\_\_ or more) (or 10% or more) of the inhabitants and voters residing within said district, hereby petition that \_\_\_\_\_ who resides at \_\_\_\_\_ in the (city or village) of \_\_\_\_\_ in Township \_\_\_\_\_ (or who resides outside any city, village or incorporated town and in Township \_\_\_\_\_) in said district shall be a candidate for the office of \_\_\_\_\_ of the board of education (full term) (vacancy) to be voted for at the election to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_.

NAME

ADDRESS

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The petition shall be verified by a certificate which may be substantially as follows:

I, \_\_\_\_\_, hereby certify that I am a voter and reside within the district described in this petition and that the signatures on this sheet were signed in my presence and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing qualified voters.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
19 \_\_\_\_.

\_\_\_\_\_  
Notary Public

#### STATEMENT OF CANDIDACY

To the secretary of the board of education of school district No. \_\_\_\_\_ of the County of \_\_\_\_\_ and the State of Illinois:

I, \_\_\_\_\_, hereby state that I am a Candidate for the office of member of the Board of Education of School District No. \_\_\_\_\_ of the County of \_\_\_\_\_ and State of Illinois, and present herewith my petition for nomination as such Candidate.

Subscribed and sworn to before me this \_\_\_\_\_ day of

\_\_\_\_\_, 19 \_\_\_\_.

\_\_\_\_\_  
Notary Public

WITHDRAWAL OF CANDIDACY (Chap. 122, Sec. 9-10).

A candidate for membership on the board of education may withdraw his candidacy by a written request which shall be signed and acknowledged by him before an authorized official authorized to take an acknowledgment. The withdrawal must be filed with the secretary of the board for which he was a candidate at least 18 days prior to the date of the election.

Ballots for the election should not be printed until withdrawal time has passed.

WITHDRAWAL OF CANDIDACY

To the secretary of the board of education of school district No. \_\_\_\_\_ of the County of \_\_\_\_\_ and State of Illinois:

I, \_\_\_\_\_, whose petition has been filed with you as a candidate for nomination for member of the Board of Education of School District No. \_\_\_\_\_ of the County of \_\_\_\_\_ and State of Illinois (full term) (to fill vacancy \_\_\_\_\_), hereby withdraw my candidacy for such office.

Subscribed and sworn to before me this \_\_\_\_\_ day of

\_\_\_\_\_, 19 \_\_\_\_.

\_\_\_\_\_  
Notary Public

PREPARATION OF THE BALLOTS (Chap. 122, Sec. 9-8, 9-10, 9-12).

The School Code in Section 9-8 provides that the appropriate official (secretary of board) must have the ballots printed and in his possession at least (10) days before the day of the election. The secretary of the board is responsible for the preparation of the ballots for all elections called by the board. Inspection of the ballots can be made by the candidates or their agents. The School Code requires at least twice as many ballots be printed as votes cast in the precinct at the last preceding election for school officers.

The form in which the ballots should be prepared is indicated in The School Code, Sections 9-12. Official ballots should be on white paper through which printing and markings cannot be read. The School Code does not require that sample or specimen ballots be printed. If such ballots are printed, they should be clearly marked as such and printed on colored paper.

On the reverse side of the ballot, the words "Official Ballot" shall be printed, the school district number and county, the date of the election, and facsimile signature of the secretary of the board. If there are more than one voting precinct, the reverse side of the ballot should also indicate the precinct number of the respective precinct in which the ballot is to be voted, and the address of the polling place. Ballots must not be numbered. They should be large enough to be folded once and contain all printed matter.

It is necessary that the residence of the candidates (address or township) in an election for members of a board of education where membership on the board is restricted as to area (as in Community Unit School Districts and Community High School Districts, Sections 11-1 and 12-10 of The School Code) be printed on the ballot. Residence of candidates should not be placed upon the ballot in other school elections.

As a general rule, the official responsible for the preparation of the ballot should order the names printed exactly as on the nominating petition. The use of nicknames, professional designations or other notations on the ballots is not recommended. There are situations where some notations may be necessary--two candidates with same names or alike to cause confusion. If a title, nickname, etc. is to be used on the ballot, the candidate should be asked to authorize it. Any changes made by the secretary, without the consent of the candidate, might subject the secretary to a legal action for damages.

The candidates names shall be placed upon the ballot in the same numerical order in which petitions are filed. The ballot shall be in the following form for a Community Unit School District.

If more than one precinct is established in the election, then ballots shall be designated by printing the number of the precinct on the reverse side in which the ballots will be used.

OFFICIAL BALLOT

For Members of the Board of Education to Serve for \_\_\_\_ years.

(Instructions to Voters: Vote for \_\_\_\_ Not more than three members may be elected from any one township. On the basis of existing membership, not more than \_\_\_\_ members may be elected from \_\_\_\_\_ township.)

- ☐ JAMES MADISON  
of \_\_\_\_\_ Township
- ☐ JAMES MONROE  
of \_\_\_\_\_ Township
- ☐ ANDREW JACKSON  
of \_\_\_\_\_ Township
- ☐ \_\_\_\_\_  
of \_\_\_\_\_ Township
- ☐ \_\_\_\_\_  
of \_\_\_\_\_ Township
- ☐ \_\_\_\_\_  
of \_\_\_\_\_ Township

On the reverse side of each of the foregoing ballots shall be printed.

OFFICIAL BALLOT

School District No. \_\_\_\_\_ County, Illinois

Election Saturday, April \_\_\_\_, 19\_\_

\_\_\_\_\_  
(facsimile signature)

Secretary  
Board of Education

NOTICE OF ELECTION (Chap. 122, Sec. 9-11).

The secretary of the board of education shall give notice of the holding of the election by publication at least one or more times in a newspaper in the district at least 10 days prior to the election. The notice of the election must bear the name of the president and secretary of the board. The boundaries of the voting precinct should be set out in the notice in a manner that will adequately inform each voter as to his voting place.

NOTICE OF ELECTION FOR MEMBERS OF THE SCHOOL BOARD SCHOOL DISTRICT NO. \_\_\_\_\_.

\_\_\_\_\_, CO., ILLINOIS

Notice is hereby given that on Saturday, the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, an election will be held at \_\_\_\_\_ in School District No. \_\_\_\_\_ County of \_\_\_\_\_ and State of Illinois, for the purpose of electing \_\_\_\_\_ members of the school board of said district for the full term.

For the purpose of this election the following precincts and polling places are hereby established:

\_\_\_\_\_

\_\_\_\_\_

The polls will be opened at \_\_\_\_\_ o'clock \_\_\_\_\_ and closed at \_\_\_\_\_ o'clock P.M. of the same day.

By order of the School Board of said district.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

WHO MAY VOTE AT THE ELECTION (Chap. 122, Sec. 9-3).

A legal voter who may vote at a school election is a person who meets the following qualifications:

1. Must be a citizen of the United States;
2. Must be above the age of 21 years;
3. Must have resided in the State of Illinois for one year;
4. Must have resided in the county for 90 days;
5. Must have resided in the school district for 30 days immediately preceding the school election;
6. Must be a registered voter in general elections from a residence located in the school district;
7. Must never have been convicted of an "infamous crime" unless he is restored to such right by terms of a pardon for the offense, or by court order. This is a restriction provided by Article VII, Section 7 of the Illinois Constitution, and implemented by Section 124-2, The Criminal Code (Chapter 38, Ill. Rev. Stat.);
8. Must be mentally competent.

VOTING BY ABSENTEE BALLOT (Chap. 122, Sec. 9-14).

Any person entitled to vote in a school election may vote by absentee ballot in the manner generally provided by Article 19 of The Election Code.

WHO IS QUALIFIED TO VOTE BY ABSENTEE BALLOT (Chap. 46, Sec. 19-1).

The following persons who are qualified voters at a school election may vote by absentee ballot if:

1. He expects to be absent from the county on election day, or
2. He is physically incapacitated, or



3. The tenets of his religion in the observance of a religious holiday will cause him to be unable to be present at the polls, or
4. He has been appointed a judge of election in a precinct other than the precinct in which he resides, or
5. He expects to be absent from the county as a result of duties for the United States Service.

APPLICATION FOR ABSENTEE BALLOT (Chap. 46, Sec. 19-2).

An application for an absentee ballot must be submitted by mail not more than 30 days prior nor less than 5 days prior to the election. An application may also be made by personal delivery of the application for a ballot not more than 30 days nor less than 3 days prior to the election. Ballots cannot be issued for late applications.

Such applications duly acknowledged, must be submitted personally or by mail to the secretary of the board. If the voter will be absent from the polls because of physical incapacity, then he shall also submit with his application for a ballot the certificate of a duly licensed attending physician or Christian Science practitioner who is a resident of the State of Illinois certifying that said applicant is physically incapacitated as to not being able to vote in person. Such applications shall be in writing, signed by the voter and his signature acknowledged upon the forms furnished by the secretary of the board (Chap 46, Sec. 9-3). The application shall be in the following forms:

AFFIDAVIT AND APPLICATION FOR ABSENTEE BALLOT

To be voted at the school election held in Precinct No. \_\_\_\_\_ of School District No. \_\_\_\_\_ of the County of \_\_\_\_\_ and State of Illinois:

STATE OF ILLINOIS }  
County of \_\_\_\_\_ } ss.

I, \_\_\_\_\_, do solemnly swear that I am desirous of voting in an election held under the provisions of the School Code on \_\_\_\_\_, 19\_\_\_\_ and represent the following facts to be true:

(1) My signature below hereon designates my correct name and the address below my signature is my correct address.

(2) I reside within School District No. \_\_\_\_\_ of \_\_\_\_\_ County, Illinois and am registered to vote in general elections from a residence located in the school district (or territory to be created into a proposed district).

(3) I am a qualified voter in said School District.

(4) I expect to be absent from such school district of my residence on the date of holding such election, and that I will have no opportunity to vote in person on that day.

I hereby make application for an official ballot or ballots to be voted by me at such election if I am absent from the said school district of my residence, and I agree that I shall return said ballot or ballots to the official issuing the same in sufficient time for such official to deliver said ballot or ballots to the proper polling place prior to the closing of the polls on the date of the election.

Signature \_\_\_\_\_

Post office address to which Address \_\_\_\_\_  
which ballot is mailed: \_\_\_\_\_, Illinois

Subscribed and sworn to by \_\_\_\_\_  
who is personally known to me, before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_\_\_.

\_\_\_\_\_  
Official Capacity

Filed in my office this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Secretary  
Board of Education

AFFIDAVIT AND APPLICATION FOR ABSENTEE BALLOT  
BY PHYSICALLY INCAPACITATED ELECTOR

The affidavit and application for the ballot is the same form and wording as the form on the preceding page except on its back shall be the following:

AFFIDAVIT OF ATTENDING PHYSICIAN

State of Illinois )  
 County of \_\_\_\_\_ } ss.

I, \_\_\_\_\_, do solemnly swear that I am a physician duly licensed to practice medicine in the State of Illinois, that I have examined \_\_\_\_\_ and that I verily believe that he will be physically incapable of being present at the polls on the \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_ for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
 (signature)

\_\_\_\_\_  
 (Date Licensed)

Subscribed and sworn to by \_\_\_\_\_ who is personally known to me, before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_

\_\_\_\_\_  
 Official Capacity

AFFIDAVIT OF ATTENDING CHRISTIAN SCIENCE PRACTITIONER

State of Illinois )  
 County of \_\_\_\_\_ } ss.

I, \_\_\_\_\_, do solemnly swear that I am an Authorized Christian Science practitioner, listed in the Christian Science Journal, living and residing in the State of Illinois, that I am treating \_\_\_\_\_; and, that I verily believe that he will be physically incapable of being present at the polls on the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 19\_\_\_\_ for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
 Authorized Christian Science  
 Practitioner

Subscribed and sworn to before me by \_\_\_\_\_  
 who is personally known to me, this \_\_\_\_\_ day of \_\_\_\_\_  
 \_\_\_\_\_ A.D. \_\_\_\_\_

\_\_\_\_\_  
 Official Capacity

ISSUING BALLOT TO ABSENTEE VOTER (Chap. 46, Sec. 19-4),

Immediately after receipt of the application of an absent voter is made by personal delivery for a ballot not more than 30 days nor less than 3 days prior to the election, or by mail for a ballot not more than 30 days nor less than 5 days prior to the election, the secretary of the board shall examine the records and ascertain if the applicant is lawfully entitled to vote and if so found to be, to post immediately thereafter the name, street address and precinct number given by the applicant which list is to be kept by the secretary in a conspicuous place readily accessible to the public near the entrance of the office of the secretary and immediately thereafter (or as soon as ballots are printed, if not printed at the time the application is made) to mail, postage prepaid or deliver in person in such office of the secretary, the ballot or ballots to be voted at such election to the applicant.

FOLDING AND ENCLOSURE OF BALLOT IN UNSEALED ENVELOPE--ADDRESS ON ENVELOPE--AFFIDAVIT--INSTRUCTIONS FOR MARKING AND RETURNING BALLOTS (Chap 46, Sec. 19-5).

The secretary of the board shall deliver to the voter (1) an unsealed envelope bearing upon its face the name, official title, and post office address of the secretary, and on its back

an affidavit in statutory form for one of the three classifications of absentee voters--(A) a person who is going to be out of the county on election day; (B) a person who is physically incapacitated; or (C) a person whose religious tenets in the observance of a religious holiday is prevented from being at the polls on election day.

(2) Enclosed in the envelope shall be the following :

- (A) the ballot or ballots, folded in the manner specified by the statute for folding ballots prior to their deposit in the ballot box (so as to conceal the voter's marks when made);
- (B) the secretary shall also enclose printed slips giving full instructions regarding the manner of marking and returning the ballot in order that the same may be counted (Section 19-6 or The Election Code).

#### VOTING THE ABSENTEE BALLOT (Chap. 46, Sec. 19-6).

When the voter receives the absentee ballot, he should proceed to vote by the following steps:

1. The voter shall make and subscribe to the affidavit printed on the return envelope for said ballot before an officer authorized by law to administer oaths (usually a Notary Public).

2. Voter shall exhibit the unmarked ballot to the officer authorized to administer oaths (Notary Public), and no other person, the voter shall mark his ballot, but in a manner that the officer cannot or know how the ballot was marked.

4. The officer (Notary Public) shall endorse his certificate on the back of said envelope and affix his seal.

5. Said envelope containing the marked ballot shall be mailed or delivered in person by the voter to the secretary of the board. No agency other than the mail may be used for delivery if the ballot is not personally delivered by the voter.

6. For the ballot to be counted, the ballot must be returned to the secretary of the board and by him delivered to the judges of the election before the closing of the polls on election day.

RECEIPT OF ABSENTEE BALLOT (Chap. 46, Sec. 19-7).

Upon receipt of the absentee voter's ballot, the secretary of the board shall enclose the same unopened in a larger or carrier envelope to be delivered to the election judges. The envelope shall have endorsed on the outside thereof, "This envelope contains an absent voter's ballot and must be opened only at the polls on election day immediately after said polls are closed." The secretary shall keep safely such ballots until delivered to the election judges.

DELIVERY OF ABSENTEE BALLOTS TO ELECTION JUDGES (Chap. 46, Sec. 19-8).

If the absentee ballots are received by the secretary prior to the time the ballots are delivered to the election judges, which ballots are to be delivered to the election judges with the Official Ballots to be used at the polls, such absentee

ballots shall be delivered to the election judges together with the application executed by the absentee voter when he applied for his ballot. Such ballots shall be placed in an envelope addressed to the election judges of the precinct wherein the absentee voter is entitled to vote. The envelope shall also contain the quotation set forth in the previous section. All ballots received by the secretary prior to the closing of the polls shall be delivered to the election judges. All ballots received after the closing of the polls shall be enclosed by the secretary who shall place on the envelope the hour and date received. All such envelopes shall be retained by the secretary and shall be disposed of as provided for used ballots of the election (six months).

#### ELECTION JUDGES (Chap. 122, Sec. 9-8).

The school board shall appoint three or more election judges in each precinct to conduct the election. No candidate or member of the board shall act as such judge.

Judges shall be of fair character, of proved integrity, and well-informed persons who can read, write and speak the English language. He must be a qualified voter in the district and have resided in the voting precinct for at least one year immediately preceding the election.

It is usually advisable to have at least one experienced judge at each precinct in order to avoid confusion and to save time. One judge, preferable experienced, should be appointed chief judge and assigned primary responsibilities for accepting

and delivering ballots and poll supplies and, in general, supervising the election procedures.

At the opening of the polls, if any of the judges are absent or refuse to serve, replacements must be appointed. After a reasonable time (15 minutes) from the time the polls opened, the judges present may appoint some other qualified person to act as judge.

The judges shall, previous to any vote being taken, take an oath or affirmation sworn to orally and subscribed to by signature either in the poll book or by separate affidavit.

#### PRE-VOTING PROCEDURES (Chap. 122, Sec. 9-8).

Before the polls open all necessary supplies and ballots should be in the possession of the judges. The exact time the supplies are to be delivered is not stated in The School Code. The chief judge receives the ballots and supplies and gives a receipt for the ballots.

Ballots are delivered to the chief judge by the secretary or someone appointed by him. Ballots should be sealed in packages of 100.

All judges should meet at the polls before the fixed time for the polls to open to check supplies, inspect the ballot box, although voting booths are not required they too should be inspected.

After the polls open and before voting begins, the judges have procedures to follow:



1. The judges must take and subscribe an oath or affirmation,

2. One of the judges should then proclaim the polls are open,

3. The ballot box should be publicly opened and shown to all present to be empty. The box then should be closed and locked and not opened again until the polls are closed, and

4. The first ballot package should be opened and counted. Each succeeding package used should also be counted before using.

#### APPLICATION FOR BALLOT AT THE POLLS (Chap. 122, Sec. 9-9).

Before each voter is given a ballot, he shall sign an affidavit which states the following:

1. His name and address;

2. That he resides in the school district and is registered to vote in general elections from a residence located in the school district; and a

3. Statement that the person desiring to vote is a qualified voter.

#### KEEPING OF POLL LIST (Chap. 122, Sec. 9-14).

One of the election judges shall have one column labeled "Number" and another headed "Name of Voters". The name of each voter shall be entered in the poll book in regular succession as they voted and the number of such voter placed beside his

name in the appropriate column. The school board may provide by proper resolution, that the affidavits executed by each voter be numbered in lieu of keeping the poll book and poll list.

WHO IS IN CHARGE OF BALLOTS (Chap. 122, Sec. 9-14).

The official ballots shall remain in the charge of the judges during the election.

INITIALING BALLOTS AND DELIVERY TO VOTER (Chap. 122, Sec. 9-14).

One of the judges shall give the voter one of each of the ballots to be voted upon. The judge shall endorse his initial on the back of the ballot in such a manner that it can be seen when properly folded and returned.

MARKING OF THE BALLOT BY VOTER.

When the voter receives his ballot from the election judges, he shall retire to a voting booth and prepare his ballot by marking an "X" in the square in front of the name of each candidate or candidates he desires to vote for, or by writing in the name of any person he wishes to vote for and then mark an "X" in front of such person's name. After receiving his ballot and before returning the same, the voter cannot leave the polling place.

FOLDING OF BALLOTS (Chap. 122, Sec. 9-14).

The voter after marking his ballot shall fold his ballot in such a manner as to conceal his vote and in such a manner

that the election judges' initial and the printed matter on the back of the ballot is visible. He shall then without delay deposit it in the ballot box.

ASSISTANCE IN BALLOTING (Chap. 122, Sec. 9-14).

Any voter who may declare that he cannot read the English language, or is physically disabled and unable to mark his ballot, shall upon request, be assisted in marking his ballot by the judges of the election who shall mark the ballot as directed by the voter and shall give no information regarding how such a person voted.

CHALLENGED VOTERS--AFFIDAVITS (Chap. 46, 17-10).

Whenever, at any general or special election, in any precinct, district, city, village, incorporated town, town or ward, any person offering to vote is not personally known to the judges of the election to have the qualifications required in this Act, if his vote is challenged by a legal voter at such election, he shall make and subscribe an affidavit, in the following form which shall be retained by the judges of the election, and returned by them affixed to the poll books or with the official poll record.

In addition to such an affidavit, the person so challenged shall procure a witness personally known to the judges of the election, and resident in the precinct (or district), or who shall be proved by some legal voter of such precinct or district known to the judges of such, and shall take the oath of witness.

AFFIDAVIT OF CHALLENGED VOTER

STATE OF ILLINOIS,

County of \_\_\_\_\_

} ss.

I, \_\_\_\_\_

do solemnly swear (or affirm) that I am a citizen of the United States; that I am 21 years of age; that I have resided in this State one year, in this county 90 days, in this school district or territory to be created into a proposed district for 30 days immediately preceding this school election; that I am registered to vote in general elections from a residence located in this school district or territory to be created into a proposed district; that I now reside at

\_\_\_\_\_  
 (Here give the particular house or place of residence,

\_\_\_\_\_  
 and, if in a town or city, the street and number)

\_\_\_\_\_ in this election district; so help me God.

Subscribed and sworn to before me )

This \_\_\_\_ day of \_\_\_\_\_

A.D. 19\_\_\_\_)

\_\_\_\_\_  
 (Signature)OATH OF WITNESS

I, \_\_\_\_\_ do solemnly swear (or affirm) that I am a resident of this election precinct (or district), and entitled to vote at this election, and that I have been a resident of this State for one year last past, and am well acquainted with the person whose vote is now offered; that he is an actual and bona fide resident of this election precinct (or district), and has resided herein 30 days, and as I verily believe, in this county 90 days, and in this State, one year next preceding this election.

Subscribed and sworn to before me, )

This day \_\_\_\_

day of \_\_\_\_\_

A.D. 19\_\_\_\_)

The oath in each case may be administered by either of the judges of the election, or by any officer, resident in the precinct or district, authorized by law to administer oaths.

The election judges by majority vote shall determine if such person is eligible to vote. The affidavits herein above provided shall be returned to the secretary with the ballots, applications and other documents required to be returned to the secretary.

ELECTIONEERING (Chap. 122, Sec. 9-14).

Any person who electioneers or who solicits votes on election day within any polling place or within 100 feet of any polling place, or who interrupts any voter while approaching the polling place for the purpose of voting, is guilty of a misdemeanor and upon conviction thereof shall be fined not less than \$25 and not more than \$100.

WATCHERS (Chap. 122, Sec. 9-14.1).

Each candidate may have one but not more than two watchers who may remain in the polling place during the election and challenge voters and watch the ballots counted. An affidavit shall be presented by each watcher executed by the candidate he represents authorizing him to act as a watcher or challenger at the polls. Such a person shall not handle the ballots or in any manner interfere with the holding of the election.

CREDENTIALS, CHALLENGER OR WATCHER

A.D. 19

TO THE JUDGES OF ELECTION:

Of Precinct No. \_\_\_\_\_ of \_\_\_\_\_  
 School District No. \_\_\_\_\_ in the County of \_\_\_\_\_  
 and State of Illinois.

GENTLEMEN:

I do solemnly swear that in accordance with Sections  
 14.1; 14.2, of the Election Law, Mr. \_\_\_\_\_,  
 or Mr. \_\_\_\_\_ is hereby appointed  
 to be a Challenger or Watcher during the Casting and Can-  
 vassing of the Votes in your Precinct on the \_\_\_\_\_,  
 A.D. 19 \_\_\_\_\_.

Subscribed and sworn to before

me this \_\_\_\_\_ day of \_\_\_\_\_

A.D. 19 \_\_\_\_\_.

Respectfully,

(Signature)

Representing \_\_\_\_\_

PROCLAIMING POLLS WILL CLOSE (Chap. 122, Sec. 9-14).

Thirty minutes before the polls are to close, the judges  
 shall proclaim that the polls will close in one half an hour.

COUNTING BALLOTS OF ABSENTEE VOTERS--ANNOUNCEMENT OF VOTERS'  
NAME--COMPARISON OF SIGNATURES--REJECTION OF BALLOTS (Chap.  
122, Sec. 9-15).

At the close of the polls, the judges shall proceed to  
 cast the ballots of the absentee voters separately. As each

absentee voter's ballot is taken out of the carrier or large envelope his name shall be announced, signatures on application and on affidavit on the envelope containing his ballot compared, and if the ballot is unchallenged and otherwise the voter is eligible, his envelope containing his ballot may be opened, the ballot removed, but left folded, initialed by the election judge of the election and placed in the ballot box. The affidavit on the envelope shall be kept by the judges and returned to the secretary. When the absentee vote is counted, the absentee voter's name shall be entered in the poll book as though he had voted in person.

COUNTING BALLOTS (Chap. 122, Sec. 9-15).

Immediately on closing of the polls, the judges shall proceed to canvass the votes polled. One of the judges shall enter upon a tally list kept by him the votes received by each candidate. When the canvass has been completed, the judges shall place all correctly marked ballots in one envelope and all "Objected-To" ballots in another envelope, seal the envelopes, mark them plainly as to contents and file them with the secretary of the board, together with the poll books and tally lists.

DISPOSITION OF POLL BOOKS--TALLY LISTS--BALLOTS (Chap. 122, Sec. 19-16).

Within five days after the election, the judges shall cause the poll books, tally lists, ballots, applications, affidavits

of voters and other materials hereinabove required to be filed with the secretary, together with a certificate showing the names of the candidates and the number of votes that each received. The poll book and tally list filed with the secretary shall be evidence of the election.

RETENTION OF BALLOTS AFTER THE ELECTION (Chap. 122, Sec. 19-16).

All ballots used and unused, and all affidavits and other materials used, must be filed with the secretary and shall be retained by him for six months and then they shall be destroyed by burning.

CANVASS OF ELECTION BY BOARD AND PROCLAMATION OF ELECTED CANDIDATES (Chap. 122, Sec. 9-18).

The board of education shall canvass the tally list within 10 days after the election and proclaim the names of the elected candidates.

TIE VOTE (Chap. 122, Sec. 9-19).

In case of a tie vote for members of a board of education, the parties shall be notified to appear before the board and the secretary shall then determine by lot which of them is to be declared elected.

RECOUNT (Chap. 122, Sec. 9-20).

Recounts of elections are authorized by The School Code if, within 5 days after the proclamation of the results of the canvass in which any candidate received votes in number to at



least 95% of the number of votes cast for any successful candidate for the same office, a petition is filed with the canvassing authority by any candidate asking that the ballots be recounted. The petition must specify the precincts in which the results are to be counted and must be accompanied by the payment of \$5.00 per precinct specified. Contests are controlled by Section 23-5 of The Election Code.

ORGANIZATION MEETING OF NEW BOARD (Chap. 122, Sec. 10-16).

The incumbent school board handles all the business of an election, including the final canvass and certificate of results. Within 10 days after the election, the newly-elected school board shall organize by electing its officers and fixing time and place for regular meetings. It shall then enter upon its duties.

# SCHOOL ELECTION CALENDAR

Polls Open---12:00 NOON - Close 7:00 P.M.

ANNUAL ELECTION - APRIL 11, 1970  
(Second Saturday in April)

- Jan. 26 First day for publishing notice of time, place, and with whom nominating petitions are to be filed 30 Days prior to first day of filing petitions. (Chap. 122, Sec. 9-10)
- Feb. 15 Last day for publishing notice of time, place, and with whom nominating petitions are to be filed 10 Days prior to first day of filing petitions. (Chap. 122, Sec. 9-10)
- Feb. 25 First day for filing of petitions for candidates in seven-member boards of education holding election on second Saturday in April, 45 Days before election. (Chap. 122, Sec. 9-10)
- Mar. 11 First day for making application in person or by mail for absentee ballot not more than 30 Days prior to the election date. (Chap. 46, Sec. 19-2) Applications which are received before ballots are actually printed can be mailed out after the ballot is prepared.
- Mar. 20 Last day for filing petitions for nomination of candidates for seven-member boards of education holding election on second Saturday in April, 21 Days before election. (Chap. 122, Sec. 9-10)
- Mar. 24 Last day for withdrawal of candidacy when election is held on second Saturday in April, 18 Days prior to election. (Chap. 122, Sec. 9-10)
- Apr. 1 Last day to publish notice of all elections to be held on second Saturday in April. If no newspaper is published and no newspaper has general circulation in the district, notice must be posted in ten prominent places in the district 10 Days before election. (Chap. 122, Sec. 9-11)
- Apr. 6 Last day for applying for absentee ballot by mail. (Chap. 122, Sec. 9-14 and Chap. 46, Sec. 19-4)
- Apr. 8 Last day for applying for absentee ballot in person. (Chap. 122, Sec. 9-14 and Chap. 46, Sec. 19-4)

- Apr. 11 Regular annual school election day in district holding election on second Saturday in April. (Chap. 122, Sec. 9-5 and Chap. 46, Sec. 2-34)
- Apr. 16 Judges of election for members of the board of education must deliver poll books, tally lists and ballots to the secretary of the board of education with certificate showing the names of the candidates and the votes each candidate received. (Chap. 122, Sec. 9-16)
- Apr. 21 Last day to canvass elections held on second Saturday in April. (Chap. 122, Sec. 9-18)
- Apr. 21 Last day for new board to organize. (Chap. 122, Sec. 9-18)

## APPENDIX

ANNUAL SCHOOL ELECTION PROCEDURES SURVEY

Once a year it is the responsibility of a school board in Illinois to conduct an election for the purpose of selecting membership on the board. Rules and regulations which deal with this election are found in the School Code and in Chapters 46 and 122 of the Illinois Revised Statutes commonly called the "Illinois Law on Elections".

A certain amount of confusion and inconsistency has been experienced by school boards and administrators pertaining to the correct procedures to follow in conducting this election. This has been brought about by the lack of information, improper interpretation of rules and regulations, lack of materials, materials not properly constructed, etc. As a result of this, school districts have on occasions had problems which have been embarrassing, questionable, and difficult to handle.

A survey of school districts in a ten county area in east central Illinois is being conducted to study this problem. The chief administrator in selected school districts in each of the counties will be interviewed. The document to be used in this survey follows:

1. Your school board passes a resolution calling for the election of school board members on the second Saturday in April,

fixing the number of precincts, fixing the hours that the polls will be open, appointing an assistant to the secretary of the board in handling the election. Yes---No.

2. Who is in charge of the annual school election? (a) Superintendent, (b) Secretary of Board, (c) Business Manager, (d) County Superintendent of Schools, or (e) Other \_\_\_\_\_.

3. Who appoints the election judges? (a) Superintendent, (b) Secretary of Board, (c) Business Manager, (d) School Board, or (e) Other \_\_\_\_\_.

4. Provisions are made for poll watchers. Yes---No.

5. Where are nomination petitions filed? (a) Superintendent, (b) Secretary of Board, (c) Business Manager, (d) Board Office, (e) Any Board Member, or (f) Other \_\_\_\_\_.

6. The nomination petitions are reviewed to verify if petitions are completed properly by candidates (name, address, etc.). Yes---No.

7. Notices for the election are published in a newspaper having circulation in the school district. Yes---No.

8. Who prepares these official notices? (a) Superintendent, (b) Secretary of Board, (c) Business Manager, (d) County Superintendent of Schools, or (e) Other \_\_\_\_\_.

9. Preparation of the official ballot is made by (a) Superintendent, (b) Secretary of Board, (c) Business Manager, (d) Board of Education, (e) School's Attorney, or (f) Other \_\_\_\_\_.

10. The public is properly informed prior to the election who is eligible to vote in this election? Yes---No.

11. Provisions are made for absentee voting. Yes---No.

12. Who is in charge of the absentee voting? (a) Superintendent, (b) Secretary of Board, (c) Business Manager, (d) School's Attorney, or (e) Other \_\_\_\_\_.

13. The public is properly informed as to when and where absentee voting can be done. Yes---No.

14. Absentee ballots are delivered to a voter. Yes---No.

15. The absentee ballots are delivered by (a) Superintendent, (b) Secretary of Board, (c) Business Manager, (d) A candidate or a worker for him, (e) Mail, (f) By any authorized person, or (g) Other \_\_\_\_\_.

16. A written record is kept of all absentee ballots requested, delivered, and returned. Yes---No.

17. Proper forms are available so that a voter can be challenged. Yes---No.

18. Do you make provisions for poll watchers and have proper affidavits for them? Yes---No.

19. Does your school district publish a School Election Calendar to give accurate and specific information to the voters. Yes---No.

20. Do you feel that in most annual school elections held in your school district the public shows apathy towards it? Yes---No.

21. Do you feel that your district has adequate information and materials available to conduct the annual school elections "properly"? Yes---No.

22. Has your district had misunderstandings resulting from election procedures? Yes---No.

23. What percentage of the eligible voters in your school district usually votes in the annual school election? \_\_\_\_\_%

24. How many precincts does your school district use in the annual election? \_\_\_\_\_.

25. How many election judges are employed at each polling place? \_\_\_\_\_.

# PUBLIC NOTICE

## For Board of Education

\_\_\_\_\_SCHOOL DISTRICT NO.\_\_\_\_\_

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Notice is hereby given that nominating petitions for membership on the Board of Education of \_\_\_\_\_ School District No. \_\_\_\_\_  
\_\_\_\_\_ County, Illinois shall be filed in the office of the  
Secretary, \_\_\_\_\_,  
(Indicate room number, building and street address)  
\_\_\_\_\_, Illinois, within the time provided by law. The first day for filing  
(City)  
such petitions is \_\_\_\_\_, 19\_\_\_\_, and the last day  
for filing such petitions is \_\_\_\_\_, 19\_\_\_\_\_.



By order of the School Board of said District.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

\_\_\_\_\_  
Secretary.

No petition shall be filed more than 45 days before election, but  
Candidates for Members of Board of Education must file petitions with the Secretary 21 days before election, signed by at least 50 voters or  
10 per cent of the voters of the district whichever is lesser. (Chap. 122, Sec. 9-10.)

### BOARD OF EDUCATION—NOMINATION PETITION—COMMUNITY UNIT

To the Secretary of the Board of Education of Community Unit District numbered \_\_\_\_\_ in \_\_\_\_\_ County:

We, the undersigned, being ( \_\_\_\_\_ or more) (or 10% or more) of the inhabitants and voters residing within said district,  
hereby petition that \_\_\_\_\_

who resides at \_\_\_\_\_ in the (city or village) of \_\_\_\_\_ in

Township \_\_\_\_\_ (or who resides outside any city, village or incorporated town and in Township \_\_\_\_\_)

in said district, shall be a candidate for the office of \_\_\_\_\_ of the Board of Education (full term) (vacancy)

to be voted for at the election to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

\* Leave out the inapplicable parts.

NAME	POST OFFICE ADDRESS
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2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
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7 _____	_____
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STATEMENT OF CANDIDACY

Revised 1951

4137 Byers Printing Company, Springfield, Illinois

TO THE SECRETARY OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. \_\_\_\_\_  
OF THE COUNTY OF \_\_\_\_\_ AND STATE OF ILLINOIS:

I, \_\_\_\_\_, hereby state that I am a Candidate for  
the office of member of the Board of Education of School District No. \_\_\_\_\_ of the County of \_\_\_\_\_  
\_\_\_\_\_ and State of Illinois, and present herewith my petition for nomination as such  
Candidate.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

## STATEMENT OF CANDIDACY

Filed in my office this.....day of....., 19.....

-----  
Secretary

Board of Education of School District No. ....  
of the County of....., and  
State of Illinois.

WITHDRAWAL OF CANDIDACY

4168 J-26 BYERS PRINTING COMPANY, SPRINGFIELD, ILLINOIS.

TO THE SECRETARY OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. \_\_\_\_\_  
OF THE COUNTY OF \_\_\_\_\_ AND STATE OF ILLINOIS:

I, \_\_\_\_\_, whose petition has been filed with you as  
a candidate for nomination for member of the Board of Education of School District No. \_\_\_\_\_ of the  
County of \_\_\_\_\_ and State of Illinois (full term) (to fill vacancy \_\_\_\_\_),  
hereby withdraw my candidacy for such office.

\_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Notary Public

(OVER)

## WITHDRAWAL OF CANDIDACY

Filed in my office this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
Secretary

Board of Education of School District No. \_\_\_\_\_  
of the County of \_\_\_\_\_ and  
State of Illinois.

# ELECTION NOTICE

## For Board of Education

SCHOOL DISTRICT NO. \_\_\_\_\_

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Notice is hereby given that on \_\_\_\_\_, the \_\_\_\_\_ day  
of \_\_\_\_\_ 19\_\_\_\_, an election will be held  
at the places hereinafter named in School District No. \_\_\_\_\_  
County of \_\_\_\_\_ and State of Illinois, for the  
purpose of electing \_\_\_\_\_ members of the school board of said district for the full term.  
Also, \_\_\_\_\_ members of the school board to fill vacancy.

For the purpose of this election the following precincts and polling places are hereby  
established:



53

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\_\_\_\_\_

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.....

**By order of the School Board of said District.**

\_\_\_\_\_  
President.

**Secretary.**

## AFFIDAVIT AND APPLICATION FOR BALLOT

To be voted at the school election held in Precinct No. \_\_\_\_\_ of School District No. \_\_\_\_\_ of the County of \_\_\_\_\_ and State of Illinois:

STATE OF ILLINOIS

County of \_\_\_\_\_

} ss.

I, \_\_\_\_\_, do solemnly swear that I am desirous of voting in an election held under the provisions of the School Code on \_\_\_\_\_, 19\_\_\_\_ and represent the following facts to be true:

(1) My signature below hereon designates my correct name and the address below my signature is my correct address.

(2) I reside within School District No. \_\_\_\_\_ of \_\_\_\_\_ County, Illinois and am registered to vote in general elections from a residence located in the school district (or territory to be created into a proposed district).

(3) I am a qualified voter in said School District.

(4) I expect to be absent from such school district of my residence on the date of holding such election, and that I will have no opportunity to vote in person on that day.

I hereby make application for an official ballot or ballots to be voted by me at such election if I am absent from the said school district of my residence, and I agree that I shall return said ballot or ballots to the official issuing the same in sufficient time for such official to deliver said ballot or ballots to the proper polling place prior to the closing of the polls on the date of the election.

Post office address to which ballot is mailed:

Signature \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_, Illinois

Subscribed and sworn to by \_\_\_\_\_ who is personally known to me, before me this \_\_\_\_\_ day of \_\_\_\_\_, A. D. 19\_\_\_\_.

\_\_\_\_\_  
Official Capacity

Filed in my office this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Secretary  
Board of Education

**ARTICLE 29A. PENALTIES.** 29A-3. Any person who makes a false statement, material to the issue or point in question, which he does not believe to be true, in any affidavit or sworn oral declaration required by any provision of The Election Code shall be guilty of perjury within the meaning of Section 32-2 of the Illinois Criminal Code of 1961 and punished accordingly.

29A-4. Any person who procures or induces another to make a statement in violation of Section 29-3 shall be guilty of subornation of perjury within the meaning of Section 32-3 of the Illinois Criminal Code of 1961 and punished accordingly.

29A-5. Any person convicted of an offense under any provision of The Election Code and sentenced to imprisonment in the penitentiary shall be deemed infamous and shall forever thereafter be rendered incapable of holding any office of honor, trust or profit, of voting at any election, or serving as a juror, unless he or she is again restored to such rights by the terms of a pardon for the offense or otherwise according to the law.

From

# To the Judges of Election

\_\_\_\_\_  
Precinct

\_\_\_\_\_  
County

\_\_\_\_\_  
ILLINOIS

**NOTICE.**—This envelope contains an Absent Voter's ballot and must be opened only on Election Day at the polls, immediately after the polls are closed. Be sure to place the initials of one of the Judges on the back of the Ballot before depositing in the Ballot Box.



AV-60—E-9 Byers Printing Company, Springfield, Illinois.

STATE OF ILLINOIS

County of \_\_\_\_\_

} ss.

I, \_\_\_\_\_, do solemnly  
swear that I am a resident of Precinct No. \_\_\_\_\_ of School  
District No. \_\_\_\_\_ of the County of \_\_\_\_\_  
and State of Illinois, residing at \_\_\_\_\_ in the  
city or town of \_\_\_\_\_ in the County of \_\_\_\_\_  
\_\_\_\_\_ and State of Illinois in such Precinct

and School District; that I have lived at such address for \_\_\_\_\_  
months last past; that I am registered to vote in general elections from  
a residence located in the school district (or territory to be created into  
a proposed district); that I am a qualified voter in said School District;

that I am legally entitled to vote in such precinct at the \_\_\_\_\_  
\_\_\_\_\_ election to be held on

\_\_\_\_\_ ; that I expect to be absent  
from such school district of my residence on the date of said election.

I further swear that I marked the enclosed ballot in secret.

\_\_\_\_\_  
Signature of Applicant.

Subscribed and sworn to before me an officer duly authorized under  
the laws of this State to administer oaths, this \_\_\_\_\_ day

of \_\_\_\_\_, A. D. 19\_\_\_\_\_, and I hereby  
certify that the affiant exhibited the enclosed ballot to me unmarked,  
and that he then in my presence and in the presence of no other person  
and in such manner that I could not see his vote, marked such ballot and  
enclosed and sealed the same in this envelope without my seeing or know-  
ing his vote, and that the affiant was not solicited or advised by me to  
vote for or against any candidate or proposition.

\_\_\_\_\_  
Official Capacity.

From

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Mr. \_\_\_\_\_  
Secretary of the Board of Education of School District  
No. \_\_\_\_\_ of the County of  
\_\_\_\_\_ and State of Illinois,  
\_\_\_\_\_, Illinois.

**ABSENT VOTER'S BALLOT**

**Enclose ballot in this envelope and  
seal it. To be opened only by  
Judges of Election.**



From

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Mr. \_\_\_\_\_  
Secretary of the Board of Education of School District  
No. \_\_\_\_\_ of the County of  
\_\_\_\_\_ and State of Illinois,  
\_\_\_\_\_, Illinois.

**ABSENT VOTER'S BALLOT**

**Enclose ballot in this envelope and  
seal it. To be opened only by  
Judges of Election.**



From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Secretary  
of the Board of Education District No. \_\_\_\_\_.

**ABSENTEE VOTER'S BALLOT**  
Enclose in this envelope the envelope  
containing your ballot.



\_\_\_\_\_  
County  
\_\_\_\_\_, Illinois

\_\_\_\_\_  
Secretary  
of the Board of Education District No. \_\_\_\_\_  
\_\_\_\_\_  
County  
\_\_\_\_\_  
Illinois

**See Instructions Enclosed**





## Instructions to Absent Voter

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### § 19-6. Affidavits, Marking and Returning Ballot.

Such absent voter shall make and subscribe to the affidavits provided for in the application and on the return envelope for said ballot before an officer authorized by law to administer oaths, and such voter shall exhibit the ballot to such officer unmarked, and shall thereupon in the presence of such officer and of no other person mark such ballot or ballots, but in such manner that such officer cannot see or know how such ballot is marked, and such ballot or ballots shall then in the presence of such officer be refolded by such voter in the manner required to be folded before depositing the same in the ballot box, and be in the presence of such officer deposited in such envelope and the envelope securely sealed. Such officer shall then endorse his certificate upon the back of said envelope and said envelope shall be mailed by such voter, postage prepaid, to the officer issuing the ballot, or, if more convenient, it may be delivered in person, but in any event it must be returned into the hands of the officer in sufficient time for said ballot or ballots to be delivered by such officer to the proper polling place before the closing of the polls on the day of the election.

—Section 19-6, Absent Voters' Law.

# AFFIDAVIT AND APPLICATION FOR BALLOT BY PHYSICALLY INCAPACITATED ELECTOR

APPLICANT MUST SUBMIT WITH THIS APPLICATION THE CERTIFICATE OF HIS DULY LICENSED ATTENDING PHYSICIAN OR CHRISTIAN SCIENCE PRACTITIONER

To be voted at the school election held in Precinct No. \_\_\_\_\_ of School District No. \_\_\_\_\_ of the County of \_\_\_\_\_ and State of Illinois:

STATE OF ILLINOIS

County of \_\_\_\_\_

} ss.

I, \_\_\_\_\_, do solemnly swear that I am desirous of voting in an election held under the provisions of the School Code on \_\_\_\_\_, 19\_\_\_\_ and represent the following facts to be true:

- (1) My signature below hereon designates my correct name and the address below my signature is my correct address.
- (2) I reside within School District No. \_\_\_\_\_ of \_\_\_\_\_ County, Illinois and am registered to vote in general elections from a residence located in the school district (or territory to be created into a proposed district).
- (3) I am a qualified voter in said School District.
- (4) I expect to be absent from such school district of my residence on the date of holding such election, and that I will have no opportunity to vote in person on that day.
- (5) I shall be physically incapable of being present at the polls of such precinct on the date of holding such election, for the following reasons: \_\_\_\_\_

I hereby make application for an official ballot or ballots to be voted by me at such election if I am so physically incapacitated, and I agree that I shall return said ballot or ballots to the official issuing the same in sufficient time for such official to deliver said ballot or ballots to the proper polling place prior to the closing of the polls on the date of the election.

Signature \_\_\_\_\_

Post office address to which ballot is mailed:

Address \_\_\_\_\_

\_\_\_\_\_, Illinois

Subscribed and sworn to by \_\_\_\_\_ who is personally known to me, before me this \_\_\_\_\_ day of \_\_\_\_\_ A. D. 19\_\_\_\_

Official Capacity

Filed in my office this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

Secretary Board of Education

Sec. 19-2. \*\*\* any such elector who will be absent because of physical incapacity shall submit with his application the certificate of his duly licensed attending physician or a Christian Science practitioner living and residing in the State of Illinois who is listed in the Christian Science Journal to the fact that such elector is so physically incapacitated.

ARTICLE 29A PENALTIES. 29A-3. Any person who makes a false statement, material to the issue or point in question, which he does not believe to be true, in any affidavit or sworn oral declaration required by any provision of The Election Code shall be guilty of perjury within the meaning of Section 32-2 of the Illinois Criminal Code of 1961 and punished accordingly.

29A-4. Any person who procures or induces another to make a statement in violation of Section 29-3 shall be guilty of subornation of perjury within the meaning of Section 32-3 of the Illinois Criminal Code of 1961 and punished accordingly.

29A-5. Any person convicted of an offense under any provision of The Election Code and sentenced to imprisonment in the penitentiary shall be deemed infamous and shall forever thereafter be rendered incapable of holding any office of honor, trust or profit, of voting at any election, or serving as a juror, unless he or she is again restored to such rights by the terms of a pardon for the offense or otherwise according to the law.

# AFFIDAVIT OF ATTENDING PHYSICIAN

State of Illinois

County of \_\_\_\_\_

ss.

I, \_\_\_\_\_, do solemnly swear that I am a physician duly licensed to practice medicine in the State of Illinois; that I have examined \_\_\_\_\_ and that I verily believe that \_\_\_\_\_ he will be physically incapable of being present at the polls on the \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_ for the following reasons: \_\_\_\_\_

(Signature)

(Date Licensed)

Subscribed and sworn to by \_\_\_\_\_ who is personally known to me, before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_

Official Capacity

## AFFIDAVIT OF ATTENDING CHRISTIAN SCIENCE PRACTITIONER

State of Illinois

County of \_\_\_\_\_

ss.

I, \_\_\_\_\_, do solemnly swear that I am an Authorized Christian Science practitioner, listed in the Christian Science Journal, living and residing in the State of Illinois; that I am treating \_\_\_\_\_; and, that I verily believe that he will be physically incapable of being present at the polls on the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 19\_\_\_\_\_ for the following reasons: \_\_\_\_\_

Authorized Christian Science Practitioner

Subscribed and sworn to before me by \_\_\_\_\_ who is personally known to me, this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_

Official Capacity

Sec. 19-2. \*\*\* any such elector who will be absent because of physical incapacity shall submit with his application the certificate of his duly licensed attending physician or a Christian Science practitioner living and residing in the State of Illinois who is listed in the Christian Science Journal to the fact that such elector is so physically incapacitated.

ARTICLE 29A PENALTIES. 29A-3. Any person who makes a false statement, material to the issue or point in question, which he does not believe to be true, in any affidavit or sworn oral declaration required by any provision of The Election Code shall be guilty of perjury within the meaning of Section 32-2 of the Illinois Criminal Code of 1961 and punished accordingly.

29A-4. Any person who procures or induces another to make a statement in violation of Section 29-3 shall be guilty of subornation of perjury within the meaning of Section 32-3 of the Illinois Criminal Code of 1961 and punished accordingly.

29A-5. Any person convicted of an offense under any provision of The Election Code and sentenced to imprisonment in the penitentiary shall be deemed infamous and shall forever thereafter be rendered incapable of holding any office of honor, trust or profit, of voting at any election, or serving as a juror, unless he or she is again restored to such rights by the terms of a pardon for the offense or otherwise according to the law.

From

# To the Judges of Election

\_\_\_\_\_  
Precinct

\_\_\_\_\_  
County

\_\_\_\_\_  
ILLINOIS

**NOTICE.**—This envelope contains an Absent Voter's ballot and must be opened only on Election Day at the polls, immediately after the polls are closed. Be sure to place the initials of one of the Judges on the back of the Ballot before depositing in the Ballot Box.



AV-60—E-9 Byers Printing Company, Springfield, Illinois.

## **Instructions to Absent Voter**

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### **§ 19-6. Affidavits, Marking and Returning Ballot.**

Such absent voter shall make and subscribe to the affidavits provided for in the application and on the return envelope for said ballot before an officer authorized by law to administer oaths, and such voter shall exhibit the ballot to such officer unmarked, and shall thereupon in the presence of such officer and of no other person mark such ballot or ballots, but in such manner that such officer cannot see or know how such ballot is marked, and such ballot or ballots shall then in the presence of such officer be refolded by such voter in the manner required to be folded before depositing the same in the ballot box, and be in the presence of such officer deposited in such envelope and the envelope securely sealed. Such officer shall then endorse his certificate upon the back of said envelope and said envelope shall be mailed by such voter, postage prepaid, to the officer issuing the ballot, or, if more convenient, it may be delivered in person, but in any event it must be returned into the hands of the officer in sufficient time for said ballot or ballots to be delivered by such officer to the proper polling place before the closing of the polls on the day of the election.

—Section 19-6, Absent Voters' Law.

STATE OF ILLINOIS

County of \_\_\_\_\_ } ss.

I, \_\_\_\_\_, do solemnly swear that I am a resident of Precinct No. \_\_\_\_\_ of School District No. \_\_\_\_\_ of the County of \_\_\_\_\_ and State of Illinois, residing at \_\_\_\_\_ in the city or town of \_\_\_\_\_ in the County of \_\_\_\_\_ and State of Illinois in such Precinct

and School District; that I have lived at such address for \_\_\_\_\_ months last past; that I am registered to vote in general elections from a residence located in the school district (or territory to be created into a proposed district); that I am a qualified voter in said School District;

that I am legally entitled to vote in such precinct at the \_\_\_\_\_ election to be held on \_\_\_\_\_

\_\_\_\_\_ ; that I shall be physically incapable of being present at the polls of such precinct on the date of holding such election.

I further swear that I marked the enclosed ballot in secret.

\_\_\_\_\_  
Signature of Applicant.

Subscribed and sworn to before me an officer duly authorized under the laws of this State to administer oaths, this \_\_\_\_\_ day

of \_\_\_\_\_, A. D. 19\_\_\_\_\_, and I hereby certify that the affiant exhibited the enclosed ballot to me unmarked, and that he then in my presence and in the presence of no other person and in such manner that I could not see his vote, marked such ballot and enclosed and sealed the same in this envelope without my seeing or knowing his vote, and that the affiant was not solicited or advised by me to vote for or against any candidate or proposition.

\_\_\_\_\_  
Official Capacity.

From

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ABSENT VOTER'S BALLOT**  
**Enclose ballot in this envelope and**  
**seal it. To be opened only by**  
**Judges of Election.**



Mr. \_\_\_\_\_  
Secretary of the Board of Education of School District  
No. \_\_\_\_\_ of the County of  
\_\_\_\_\_ and State of Illinois,  
\_\_\_\_\_, Illinois.

From

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\_\_\_\_\_  
Secretary  
of the Board of Education District No.\_\_\_\_\_.

**ABSENTEE VOTER'S BALLOT**  
Enclose in this envelope the envelope  
containing your ballot.

\_\_\_\_\_  
County  
\_\_\_\_\_, Illinois





**From**

\_\_\_\_\_Secretary

of the Board of Education District No. \_\_\_\_\_

\_\_\_\_\_County

\_\_\_\_\_Illinois

**This Envelope contains Absent  
Voter's Ballot**

**See Instructions Enclosed**



AV-58—E-11 Eyers Printing Company, Springfield, Illinois.

## NOTICE OF JUDGES APPOINTMENT

TO.....:

The Board of Education of School District No.....of the County of  
.....and State of Illinois has appointed you to  
act as Judge of the school election to be held in and for said school district on the  
.....day of....., 19.....

Dated this .....day of....., 19.....

.....  
Secretary  
Board of Education

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## RECEIPT FOR BALLOTS

\_\_\_\_\_ 19\_\_\_\_

RECEIVED OF \_\_\_\_\_

\_\_\_\_\_ Official Ballots for the Election \_\_\_\_\_ 19\_\_\_\_,

for the \_\_\_\_\_ Precinct in \_\_\_\_\_

\_\_\_\_\_ Judge of Election.

## AFFIDAVIT OF VOTERS

(Under Section 9-9 of the School Code)

County of.

SS.

The undersigned, each being first duly sworn upon oath individually, deposes and says that affiant is desirous of voting in an election held under the provisions of the School Code on \_\_\_\_\_, 19\_\_\_\_ and represents the following facts to be true:

(1) My signature below hereon designates my correct name and the address opposite my signature is my correct address.

(2) I reside within proposed class one Junior College District, Coles, Clark, Cumberland, Douglas, Edgar, Effingham, Fayette, Moultrie and Shelby Counties, State of Illinois, and am registered to vote in general elections from a residence located in said proposed class one Junior College District.

(3) I am a qualified voter in said proposed class one Junior College District.

(Number of  
Voter)

(Name)

(Address)

[illegible]

Subscribed and sworn to before me by each of the above affiants individually, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Notary Public (or judge of election)

STATE OF ILLINOIS,

County of \_\_\_\_\_

} ss.

I, \_\_\_\_\_

do solemnly swear (or affirm) that I am a citizen of the United States; that I am 21 years of age; that I have resided in this State one year, in this county 90 days, in this school district or territory to be created into a proposed district for 30 days immediately preceding this school election; that I am registered to vote in general elections from a residence located in this school district or territory to be created into a proposed district; that I have not voted at this election; that I am a duly qualified voter in every respect; that I now reside at \_\_\_\_\_

(Here give the particular house or place of residence, and, if in a town or city, the street and number)

\_\_\_\_\_ in this election district; so help me God.

Subscribed and sworn to before me, }

this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_\_\_

\_\_\_\_\_  
(Signature)

## OATH OF WITNESS

I \_\_\_\_\_ do solemnly swear (or affirm) that I am a resident of this election precinct (or district), and entitled to vote at this election, and that I have been a resident of this state for one year last past, and am well acquainted with the person whose vote is now offered; that he is an actual and bona fide resident of this election precinct (or district), and has resided herein 30 days, and as I verily believe, in this county 90 days, and in this state, one year next preceding this election.

Subscribed and sworn to before me, }

this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_\_\_

# Credentials, Challenger or Watcher

\_\_\_\_\_ A. D. 19\_\_\_\_

## To The Judges of Election:

Of Precinct No. \_\_\_\_\_ of \_\_\_\_\_ School District No. \_\_\_\_\_

in the County of \_\_\_\_\_ and State of Illinois.

GENTLEMEN:

I do solemnly swear that in accordance with Sections 14.1; 14.2, of the Election Law,

Mr. \_\_\_\_\_, or Mr. \_\_\_\_\_

is hereby appointed to be a Challenger or Watcher during the Casting and Canvassing of the Votes in your Precinct

on the \_\_\_\_\_, A. D. 19\_\_\_\_

Respectfully,

Subscribed and sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_ A. D. 19\_\_\_\_.

(Signature)

Representing \_\_\_\_\_

## BIBLIOGRAPHY

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